

HAWAII DEPARTMENT OF HUMAN SERVICES – Division of Vocational Rehabilitation
Supported Employment
JOB PLACEMENT REPORT

Reporting Month and Year: October 2025

Vendor Company Name: ABC Vendor Company

Vendor Representative's Name: Rosalie Representative

VR Participant Name: Patty Participant

VR Counselor Name: Jane Counselor

DVR Purchase Order #: 07000002

Employment Information

Starting Date of Employment (MM/DD/YYYY): 10/13/2025

☒ Full Time ☐ Part Time

Employer's Name: XY Office

Employer's Address: 1234 Employer Ln., Honolulu, HI 96804 / New office location eff 10/29/25: 4567

Employer Ave., Honolulu, HI 96816

Employer's Contact Person: Eli Employer

Employer's Contact Person Job Title: HR

Employer's Contact Phone Number or Email Address: e.employer@xyoffice.com

Does the VR Participant give consent for DVR to contact their Employer? ☒ Yes ☐ No

VR Participant Job Title: Office Clerk

VR Participant Job Duties: General office duties: greeting of customers, data entry, phone calls, maintaining cleanliness of office, mailroom duties, etc.

VR Participant Rate of Pay for Position: \$17.00 ☒ Per Hour ☐ Annually

Frequency of Pay: ☐ Weekly ☒ Biweekly ☐ Semimonthly ☐ Other _____

Pay Range for this Position: \$16-\$18

Work Hours Per Week: 40

VR Participant Job Modifications/Accommodations: N/A

Benefits Available: ☒ Yes ☐ No

Medical/Health Insurance with Hospitalization: ☒ Yes ☐ No ☐ N/A

Sick Leave: ☒ Yes ☐ No ☐ N/A

Paid Vacation: ☒ Yes ☐ No ☐ N/A

Pension Plan: ☐ Yes ☒ No ☐ N/A

The VR Participant's wage and benefits are at a level paid to non-disabled individuals for the same or similar work. ☒ Yes ☐ No (if no, please explain): _____

****Submission of pay stub, offer letter, or other supporting documents that verify employment (wage, benefits, start date, etc.) is required****

Supporting Documents included: ☒ Pay Stub ☐ Offer Letter ☐ Other _____

VR Participant's Signature: Patty Participant Date: 10/06/2025

If the VR Participant's signature is not obtained, include justification: _____

Vendor Representative Signature: Rosalie Representative Date: 10/06/2025